

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

**DATE: July 11, 2012**

**ORGANIZATIONAL MEETING**

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**MINUTES**

**THE ORGANZATIOAL MEETING OF THE BOARD OF EDUCATION**, was duly called and held on Wednesday, July 11, 2012 in the Board Meeting Room of the Levittown Memorial Education Center.

**CERTIFICATION:**

The District Clerk certified that pursuant to Section 104, Open Meetings Law, notice of meeting was sent to the local newspapers, the Public Library and posted on the district's website. Further, all members of the Board of Education had due notice of said meeting.

**PRESENT:**

**BOARD MEMBERS**

Ms. Peggy Marenghi  
Mr. James Moran  
Mr. Michael Pappas  
Mr. Peter Porrazzo  
Mr. Edward Powers  
Mr. Kevin Regan  
Mr. Frank Ward

**ADMINISTRATION**

Dr. James Grossane – Superintendent of Schools  
Ms. Debbie Rifkin – Assistant Superintendent  
Ms. Darlene Rhatigan – Assistant Superintendent  
Mr. Mark Flower– Assistant Superintendent

**OTHERS**

Ms. Elizabeth Appelbaum – District Clerk  
Mr. Bob Cohen – Legal Counsel  
Ms. Jennifer Newins – MacArthur Student Liaison

**OATH OF OFFICE – BOARD MEMBER**

Mr. Kevin Regan and Mr. Edward Powers

**I. CALL TO ORDER**

- A. Pledge of Allegiance
- B. Mr. Pappas, called the Organizational Board Meeting to order at 6:15 PM. On a motion by Mr. Porrazzo, seconded by Mr. Regan and approved (7-0) that the Board adjourn to Executive Session to discuss items on the Executive Session Agenda relating to negotiations.
- C. The Organizational Meeting was called to order at 8:20 PM. Mr. Pappas asked everyone for a moment of silence for our troops serving overseas.

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

DATE: July 11, 2012

**ORGANIZATIONAL MEETING**

---

Page – 2.

**ORGANIZATIONAL MEETING – Continued.**

ELECTION OF TEMPORARY CHAIRPERSON

**MOTION:** Mr. Pappas nominated Mr. Powers for the position of Temporary Chairperson.

RESOLUTION # 12-13-01  
Temporary Chairperson

Seconded: Mr. Ward

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**ELECTED TEMPORARY CHAIRPERSON:**

**Ed Powers**

APPOINTMENT OF TEMPORARY SECRETARY TO RECORD MEETING

**MOTION:** Mr. Pappas nominated Mr. Ward for the position of Temporary Secretary to Record Meeting.

RESOLUTION # 12-13-02  
Temporary Secretary to  
Record Meeting

Seconded: Mr. Porrazzo

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTMENT OF TEMPORARY SECRETARY TO RECORD THIS MEETING:**

**Frank Ward**

ELECTION OF PRESIDENT OF BOARD OF EDUCATION

**MOTION:** Mr. Porrazzo nominated Mr. Pappas for the position of President of the Board of Education.

RESOLUTION # 12-13-03  
President of Board  
of Education

Seconded: Mr. Regan

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**ELECTED PRESIDENT OF THE BOARD OF EDUCATION:**

**Michael Pappas**

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

**DATE: July 11, 2012**

**ORGANIZATIONAL MEETING**

---

**Page – 3.**

**ORGANIZATIONAL MEETING – Continued.**

ELECTION OF VICE-PRESIDENT OF BOARD OF EDUCATION

**MOTION:** Mr. Regan nominated Mr. Porrazzo for the position of Vice President of the Board of Education.

RESOLUTION # 12-13-04  
Vice President of Board of  
Education

Seconded: Mr. Ward

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**ELECTED VICE PRESIDENT OF BOARD OF EDUCATION:**

**Peter Porrazzo**

ELECTION OF SECRETARY OF BOARD OF EDUCATION

**MOTION:** Mr. Pappas nominated Mr. Regan for the position of Secretary of the Board of Education.

RESOLUTION # 12-13-05  
Secretary of the Board  
of Education

Seconded: Mr. Porrazzo

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**ELECTION OF SECRETARY OF BOARD OF EDUCATION:**

**Kevin Regan**

APPOINTMENT OF DISTRICT CLERK

**MOTION:** Ms. Marengi moved that Elizabeth Appelbaum be appointed for the position of District Clerk for the 2012-2013 school year, at a salary of \$47,206 (plus \$3,000 stipend) per year.

RESOLUTION #12-13-06  
District Clerk

Seconded: Mr. Moran

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED DISTRICT CLERK:**

**Elizabeth Appelbaum**

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

**DATE: July 11, 2012**

**ORGANIZATIONAL MEETING**

---

**Page – 4.**

**ORGANIZATIONAL MEETING – Continued.**

APPOINTMENT OF TREASURER

**MOTION:** Mr. Ward moved that Ping-Yann Chou be appointed for the position of Treasurer, at no additional salary, with the amount of bond fixed at \$1,000,000.

RESOLUTION # 12-13-07  
Treasurer

Seconded: Mr. Regan

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED TREASURER:**

**Ping-Yann Chou**

APPOINTMENT OF ASSISTANT TREASURER

**MOTION:** Mr. Pappas moved that Mark Flower be appointed to the position of Assistant Treasurer at no additional salary, with the amount of bond fixed at \$1,000,000.

RESOLUTION #12-13-08  
Assistant Treasurer

Seconded: Mr. Porrazzo

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED ASSISTANT TREASURER:**

**Mark Flower**

APPOINTMENT OF PURCHASING AGENT

**MOTION:** Mr. Regan moved that Jeanne Sciamè be appointed to the position of Purchasing Agent for the 2012-2013 school year at no additional salary; and in her absence, the Assistant Superintendent for Business and Finance with no additional salary.

RESOLUTION # 12-13-09  
Purchasing Agent

Seconded: Mr. Ward

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED PURCHASING AGENT:**

**Jeanne Sciamè**

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

**DATE: July 11, 2012**

**ORGANIZATIONAL MEETING**

---

**Page – 5.**

**ORGANIZATIONAL MEETING – Continued.**

APPOINTMENT OF ATTORNEY

**MOTION:** Ms. Marengi moved that Lamb & Barnosky, LLP be appointed as Attorney for regular school business as per the submitted RFP.

RESOLUTION # 12-13-10  
Attorney

Seconded: Mr. Moran

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED ATTORNEY:  
Lamb & Barnosky**

APPOINTMENT OF EXTERNAL AUDITOR

**MOTION:** Mr. Porrazzo moved that R.S. Abrams & Co., LLP, be appointed External Auditor for the school district for the school year 2012-2013 to render such services and report as required by law and as have been customarily received by the Board of Education at a compensation as per the submitted RFP; said payment to be inclusive of disbursements and/or expenses.

RESOLUTION #12-13-11  
External Auditor

Seconded: Mr. Pappas

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED EXTERNAL AUDITOR:  
R.S. Abrams & Co., LLP**

APPOINTMENT OF INSURANCE BROKER OF RECORD

**MOTION:** Mr. Ward moved that New York Schools Insurance Reciprocal be appointed as Insurance Broker of Record for the year 2012-2013.

RESOLUTION # 12-13-12  
Insurance Broker of School  
Record

Seconded: Mr. Moran

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED INSURANCE BROKER OF RECORD:  
New York Schools Insurance Reciprocal**

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

**DATE: July 11, 2012**

**ORGANIZATIONAL MEETING**

---

**Page – 6.**

**ORGANIZATIONAL MEETING – Continued.**

APPOINTMENT OF INTERNAL AUDITOR

**MOTION:** Mr. Ward moved that Cullen & Danowski, LLP, be appointed Internal Auditor for the school district for the school year 2012-2013 to render such services as determined by the job specifications filed in the Personnel Office, with compensation as provided in the submitted RFP, said payment to be inclusive of disbursements and /or expenses.

RESOLUTION # 12-13-13  
Internal Auditor

Seconded: Mr. Moran

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED INTERNAL AUDITOR:  
Cullen & Danowski, LLP**

APPOINTMENT OF INTERNAL CLAIMS AUDITOR

**MOTION:** Mr. Porrazzo moved that Albrecht, Viggiano, Zureck & Co., PC CPA be appointed Internal Claims Auditor for the school district for the school year 2012-2013 to render such services as determined by the job specifications filed in the Personnel Office, with compensation as provided in the submitted RFP, said payment to be inclusive of disbursements and /or expenses.

RESOLUTION # 12-13-14  
Internal Claims Auditor

Seconded: Mr. Regan

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED INTERNAL CLAIMS AUDITOR:  
Albrecht, Viggiano, Zureck & Co., PC CPA**

APPOINTMENT OF MEDICAL INSPECTORS

**MOTION:** Ms. Pappas moved that the following be appointed as Medical Inspectors at a contractual rate of \$15,000 per year:

RESOLUTION # 12-13-15  
Appointment of Medical  
Inspectors

Dr. Suanne Kowal-Connelly and Dr. Salvatore Corso

Seconded: Mr. Ward

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTMENT OF MEDICAL INSPECTORS:  
Dr. Suanne Kowal-Connelly and Dr. Salvatore Corso**

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

**DATE: July 11, 2012**

**ORGANIZATIONAL MEETING**

---

**Page – 7.**

**ORGANIZATIONAL MEETING – Continued.**

APPOINTMENT OF MEDICAL REVIEW OFFICER

**MOTION:** Mr. Moran moved that Partners in Safety, be appointed as the Medical Review Officer for the district for the 2012-2013 school year to provide individual drug and alcohol tests at a fee of \$50/\$40 per person

RESOLUTION # 12-13-16  
Medical Review Officer

Seconded: Mr. Regan

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED MEDICAL REVIEW OFFICER:  
Partners In Safety**

DESIGNATION OF OFFICIAL NEWSPAPERS

**MOTION:** Mr. Porrazzo moved that at the discretion of the Levittown Board of Education and the Superintendent, that Newsday, the Levittown Tribune, Wantagh/Seaford Citizen, New York Times and Penneysaver be designated as the newspapers for the 2012-2013 school year.

RESOLUTION # 12-13-17  
Official Newspapers

Seconded: Ms. Marengi

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTED OFFICIAL NEWSPAPERS:  
Newsday, Levittown Tribune, Wantagh/Seaford Citizen  
New York Times and Penneysaver**

DESIGNATION OF DEPOSITORIES

**MOTION:** Mr. Regan moved that Bank of America, JP Morgan Chase, Valley National Bank, M&T Bank and HSBC be designated as Official Depositories.

RESOLUTION # 12-13-18  
Depositories

Seconded: Mr. Pappas

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**DESIGNATION OF DEPOSITORIES:  
Bank of America, JP Morgan Chase, Valley National Bank  
M&T Bank and HSBC**

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

DATE: July 11, 2012

**ORGANIZATIONAL MEETING**

Page – 8.

**ORGANIZATIONAL MEETING – Continued.**

DESIGNATION OF ALTERNATE TO SIGN CHECKS

**MOTION:** Mr. Ward moved that the President of the Board of Education be designated to sign checks in the absence of the Treasurer and Assistant Treasurer.

RESOLUTION # 12-13-19  
Alternate To Sign Checks

Seconded: Mr. Moran

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**DESIGNATION OF ALTERNATE TO SIGN CHECKS:  
President of the Board of Education**

DESIGNATION OF 403(b) AND 457 RETIREMENT SAVINGS PLAN PROVIDERS

**MOTION:** Mr. Porrazzo moved that the ING National Trust-NY, American Fund/Capital, Diversified Investment Advisors, AXA Equitable Life Insurance Company, Mass Mutual VA, Legend Group/ADSERV, Lincoln Investment Planning, Union Central, Mutual Inc/Plan Member Services, Oppenheimer Shareholder Services, Aspire Financial Services, Mutual Inc., Fidelity Management Trust, Union Central Life, New York State Deferred Compensation as official providers.

RESOLUTION #12-13-20  
Designation of Annuity  
Companies

Seconded: Ms. Marengi

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**DESIGNATION OF ANNUITY COMPANIES:**

**ING National Trust-NY, American Fund/Capital, Diversified Investment Advisors  
AXA Equitable Life Insurance Company, Mass Mutual VA, Legend Group/ADSERV, Lincoln Investment Planning,  
Union Central, Mutual Inc/Plan Member Services Oppenheimer Shareholder Services, Aspire Financial Services,  
Mutual Inc., Fidelity Management Trust, Union Central Life, New York State Deferred Compensation**

APPOINTMENT OF THIRD PARTY ADMINISTRATOR FOR 403(b) AND 457 RETIREMENT PLAN PROVIDERS

**MOTION:** Mr. Pappas moved that OMNI is appointed as third party administrator for 403(b) AND 457 Retirement Saving Plan Providers.

RESOLUTION # 12-13-21  
Third Party Administrator  
for 403(b) and 457  
Retirement Plan Providers

Second: Mr. Regan

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**THIRD PARTY ADMINISTRATOR FOR 403(b) AND 457 RETIREMENT PLAN PROVIDERS  
OMNI**



**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

**DATE: July 11, 2012**

**ORGANIZATIONAL MEETING**

---

**Page – 9.**

**ORGANIZATIONAL MEETING – Continued.**

APPOINTMENT OF THIRD PARTY ADMINISTRATOR FOR WORKERS' COMPENSATION

**MOTION:** Mr. Regan moved that Wright Risk Management, LLC is appointed as third party administrator for Workers' Compensation for the 2012-2013 school year.

**RESOLUTION # 12-13-22  
Third Party Administrator  
for Workers' Compensation**

Second: Mr. Pappas

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**THIRD PARTY ADMINISTRATOR FOR WORKERS' COMPENSATION  
Wright Risk Management, LLC**

APPOINTMENT OF DELEGATE TO NASSAU-SUFFOLK SCHOOL BOARDS ASSOCIATION

**MOTION:** Mr. Moran moved that Mr. Ward be appointed official delegate to the Nassau-Suffolk School Boards Association.

**RESOLUTION # 12-13-23  
Delegate to Nassau- Suffolk  
School Boards Association**

Seconded: Mr. Porrazzo

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**DELEGATE TO NASSAU-SUFFOLK SCHOOL BOARDS ASSOCIATION:  
Frank Ward**

MILEAGE COMPENSATION

**MOTION:** Mr. Porrazzo moved that the mileage rate for employee use of personal cars in the conduct of District business be approved at the 2011-2012 rate of \$. 51 /mile.

**RESOLUTION # 12-13-24  
Mileage Compensation**

Seconded: Mr. Ward

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**MILEAGE COMPENSATION  
\$.51/mile**

**BOARD OF EDUCATION  
LEVITTOWN UNION FREE SCHOOL DISTRICT  
LEVITTOWN, NY**

DATE: July 11, 2012

**ORGANIZATIONAL MEETING**

---

Page – 10.

**ORGANIZATIONAL MEETING – Continued.**

**CIVIL RIGHTS COMPLAINEE OFFICER**

**MOTION:** Mr. Regan moved that Darlene Rhatigan be appointed Civil Rights Compliance Officer of the Levittown Public Schools for the 2012-2013 school year and, in absence, Mark Flower.

RESOLUTION # 12-13-25  
Civil Rights Compliance  
Officer

Seconded: Mr. Pappas

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**APPOINTMENT OF CIVIL RIGHTS COMPLAINEE OFFICER**  
**Darlene Rhatigan**

**II. ADJOURN**

**MOTION:** Mr. Pappas moved, seconded by Mr. Porrazzo to adjourn the public meeting 8:35 PM.

**ADJOURNMENT**

Respectfully submitted

Elizabeth Appelbaum  
District Clerk